

## Position Description

<b>Position Title</b>	Cultural Lead - Community Engagement Officer
<b>Award and Classification</b>	Salary is in accordance with Social, Community, Home Care and Disability Services Industry Award
<b>Work Type</b>	Permanent full time, 12-month contract
<b>Commencement date</b>	Immediate
<b>Position reports to</b>	Gathering Place Coordinator

### Role Purpose

- Contributes to building Willum Warrain as a culturally enriching and safe environment for Aboriginal and Torres Strait Islander Peoples and a welcoming place for the broader community.
- Works to ensure power, resources and autonomy are transferred to Willum Warrain from mainstream organisations.
- Drives community awareness, engagement and participation in Willum Warrain's programs and events.
- Provides community members with capacity building and skill development opportunities via social enterprise.
- Builds strong relationships with stakeholders for the benefit of the Aboriginal community.

### Key Responsibilities

#### Community engagement and support

- Identifies opportunities for engagement with schools, services and community groups on the Mornington Peninsula
- Implements strategies to build membership.
- Responsible for maintaining accurate and up to date membership data base.
- Contacts community members experiencing distress in their lives.
- Supports community members in distress via Charity Fund, food vouchers, referrals, etc.

#### Social Enterprises

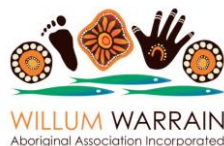
- Supports current and emerging social enterprise opportunities that foster the economic empowerment of Aboriginal people in our Willum Warrain community.
- In conjunction with the Gathering Place Coordinator, supports tour bookings.
- Liaises with EO/ Men's Business and Cultural Landscape Coordinator in relation to the Willum Warrain Bush Nursery operations.
- Liaises with EO/ Women's Business and Women's Cultural Lead in relation to Women's social enterprise opportunities (botanical and pharmaceutical).



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### Public Events

- Active involvement in the planning, publicity, delivery and evaluation of all annual Willum Warrain events.

### Marketing

- Contributes to the design, marketing, promotion, delivery and quality of programs, products and services to ensure Willum Warrain is recognised as a culturally rich organisation.
- Drives the effective marketing of all social enterprise opportunities run at Willum Warrain

### Reporting to management

- Works closely with the Management team (two Executive Officers and the Gathering Place Coordinator) to ensure the smooth running of all aspects of the organisation.

### Staff relationships

- Works collaboratively with staff to ensure effective delivery of cultural-based programs, activities and events.

### Finances

- Contributes to the management and expenditure of current and future funding streams related to community development opportunities (including, as required, writing grant applications, completing documentation and acquittals).
- Tracks and monitors community development funding expenditure across gathering place operations.
- Liaises closely with Willum Warrain Finance Officer as required.
- Makes recommendations for funding expenditure to Management team for approval in accordance with Willum Warrain's strategic vision and master plan.

### Partnerships

- Engages with potential partners according to Willum Warrain's self-determination principles.
- Ensures that Willum Warrain's programs, events and services are consistently presented in a culturally dynamic and positive way to relevant stakeholders.
- Attends meetings and fosters stakeholder relationships on behalf of Willum Warrain.

### Desirable attributes

- Congruent values with Willum Warrain's vision.
- Considerable experience working with Aboriginal Community-Controlled Organisations.
- Deep understanding of the impacts of colonisation on Aboriginal communities.
- Excellent communication skills.
- Is a team player.



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- Deep commitment to empowering our local Aboriginal community.
- Consistently displays professionalism, sensitivity and understanding in dealings with staff and community members.
- Demonstrated liaison and networking skills and abilities to work with other organisations, services and agencies.
- Demonstrated experience/ qualifications in program/ projects and event coordination.
- Demonstrated experience/ qualifications in community development.
- Experienced and proficient in Microsoft Office Suite
- Looks to the future for change opportunities.
- Availability to work flexible hours including after-hours and weekends where required, especially in relation to community events.

#### Other

- Current drivers license
- Willing to obtain Working with Children's Check and Police Check



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